



HEADQUARTERS
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1 May 2012

MEMORANDUM FOR: The Director of Personnel for each NER Wing

FROM: NER Director of Personnel

SUBJECT: NER Promotion Package Instructions

In order to standardize Promotion Action Submissions to NER, please use the following procedures:

- A. All promotion requests requiring NER approval will be processed through the NER Director of Personnel (DP) then the NER Promotion Board (Board) before they are submitted to the NER/CC for final approval.

note: Please do not send promotion requests directly to the NER/CC or NHQ.

- B. Duty Performance Promotions to Lt Col: Use the eServices online promotion application and send the following promotion justification to NER/DP via email:

1. a one (1) or two (2) page narrative recommending the member for the requested promotion.
2. a CAP resume of the member.

note: there is no need to submit CAPF2's or member's eServices record to NER. Please assure the online promotion application has been initiated and the appropriate approvals are complete. Without a complete package and lower echelon approvals the application will not be processed.

- C. All categories of special promotions: Send complete promotion package to NER/DP via email. Be sure to include:

1. CAPF2 with complete supporting documentation per CAPR 35-5.
2. one (1) or two (2) page narrative recommending the requested promotion.
3. CAP resume of the member and a professional resume, if this is a new CAP member.

note: there is no need to send member's eServices record to NER. Please assure the CAPF 2 promotion application has been completely filled out and the appropriate approvals are complete. Without a complete package and lower echelon approvals the application will not be processed.

- D. The promotion package should be prepared according to "Personnel Action Procedures." The package will be reviewed for completeness and accuracy by the DP. After the content of the application completeness and accuracy is satisfied, the promotion package will be forwarded to the Board for review.

1. Interviews of CAP members will be conducted by a Board member.
2. Additional interviews are optional on an individual case basis. Determination and arrangements will be made by the Primary Interviewer.
3. Interviews may be waived by the Chair if the Primary Interviewer has sufficient personal knowledge of the promotion candidate.

- E. After the Board has reviewed and approved the promotion package, the NER/DP will submit the completed and approved application to the NER/CC.

- F. NER Promotion Board procedures are subject to change or revision as deemed necessary.

Anna O. Scheidly

Lt Col Anna O. Scheidly, CAP
NER Director of Personnel